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Executive Registry

66-7938

OFFICE OF THE DIRECTOR

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Action Memorandum No. Date 3 December 1961

TO : Deputy Director for Plans
 Director of Personnel thru DD/S
 General Counsel
 Inspector General
 D/BPAM

SUBJECT : Review of CIA Proprietary Projects

REFERENCE:

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1. As you know, the Agency has been under continuing pressure to save dollars and manpower through improved management and administrative practices. Good progress has been made within the Agency. We have now reached the stage where we may profitably consider whether improvements may also be made in CIA's external facilities.

2. I am therefore appointing of my office to chair a task force to review the administrative procedures and management controls of some of our larger proprietary projects. I am also asking each addressee to designate one full-time representative to serve on the task force, which should complete its work in 60 to 90 days. Since several of the proprieties to be examined are administered by the Covert Action Staff, I should prefer that the DD/P member of the task force be drawn from another part of the Directorate for Plans.

3. The findings and recommendations of the task force will be addressed primarily to administrative, budgetary and manpower controls, and will take into account both the current and anticipated requirements for covert action and the importance of granting appropriate discretionary powers to the overt management of proprieties. Actual operations will be reviewed from the standpoint of their impact on economy and control of money and manpower.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director-Comptroller

SUSPENSE DATE:

cc: Chief/CA Staff

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